

Quick Reference: Closing Out a Contact				
Scenario	Final Monitoring Outcome	Final Monitoring Outcome Definition	Begin Monitoring?	Monitoring Status
Contact does not need to quarantine or be monitored due to vaccination or previous COVID diagnosis	Fully Vaccinated – Monitoring Not Needed	<ul style="list-style-type: none"> <li>Contact does not need to quarantine because they are fully vaccinated and meet CDC standards for not needing to quarantine as confirmed by an initial assessment</li> </ul>	No	Monitoring Ended
			<b>ACTION:</b> <i>Vaccination Type/Date fields complete</i>	
	Past COVID Diagnosis – Monitoring Not Needed	<ul style="list-style-type: none"> <li>Contact tested positive for COVID-19 within the past three months and meets CDC standards for not needing to quarantine as confirmed by an initial assessment</li> </ul>	No	Monitoring Ended
			<b>ACTION:</b> <i>Previous COVID diagnosis info documented in Timeline/Activities note per local protocol</i>	
Contact concludes monitoring without testing positive for COVID-19	Fully Complete	<ul style="list-style-type: none"> <li>Contact does not test positive for COVID-19</li> <li>Contact completes at least initial monitoring assessment</li> <li>Contact completes at least one monitoring assessment on the end of quarantine date or within the following 48 hours</li> </ul>	No	Monitoring Ended
	Partially Complete	<ul style="list-style-type: none"> <li>Contact does not test positive for COVID-19</li> <li>Contact completes at least initial monitoring assessment</li> <li>May include contacts who opt out midway</li> </ul>	No	Monitoring Ended
Contact becomes a case	Tested Positive – Became Case	<ul style="list-style-type: none"> <li>Contact tests positive for COVID-19 during the monitoring period and becomes a case patient</li> </ul>	No	Monitoring Ended
			<b>ACTION:</b> <i>Testing info entered; “Contact who became a case” selected; NC COVID Event ID of Case entered (per <a href="#">the job aid</a>)</i>	
Contact opts out of monitoring	Refused	<ul style="list-style-type: none"> <li>Contact explicitly declines to participate in monitoring (opts out) at the beginning, which includes opting out through digital notification or acknowledging a notification but not completing any assessments</li> <li>No assessments completed</li> </ul>	No	Opted Out – All Monitoring
Contact does not respond to a digital notification	Notification – No Response	<ul style="list-style-type: none"> <li>Contact is sent a digital exposure notification through email or text but does not acknowledge the notification or complete an assessment</li> </ul>	No	Monitoring Ended
Contact is unreachable	Never Reached	<ul style="list-style-type: none"> <li>Contact has never been reached because no attempts to reach contact were made or attempts to reach contact were unsuccessful (per standards determined by LHD) and therefore was not informed of exposure</li> </ul>	No	Monitoring Ended
Contact will be monitored outside CCTO	Monitored in Other System	<ul style="list-style-type: none"> <li>Contact will not be monitored within CCTO <i>because they are being monitored within a different system</i> (e.g., by a military organization, prison, or jail)</li> </ul>	No	Monitoring Ended
Contact is a duplicate	Is Duplicate	<ul style="list-style-type: none"> <li>Contact is a duplicate of another active profile, and any relevant information from this profile has been transferred onto kept profile <a href="#">per the job aid</a></li> </ul>	No	Monitoring Ended
			<b>ACTION:</b> <i>Any new information transferred onto kept monitoring event <a href="#">per job aid</a></i>	
Other FMOs do not apply	Other	<ul style="list-style-type: none"> <li>Contact cannot be described by any other FMO (e.g., is deceased)</li> </ul>	No	Monitoring Ended
When you have finished selecting these options, ensure the contact profile is saved and deactivated per your local protocol.				